



Department of Health

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Posted: March 28th, 2022

DRAFT Meeting Minutes
Rhode Island All Payer Claims Database
Data Security Subcommittee
Monday, March 7th, 2022, 9 – 10 am
Location: Rhode Island Department of
Health, Room 401 (Conference Room)
Zoom Link: <https://us02web.zoom.us/j/84466617190>
Call-in: 1-929-205-6099; Participant Code: 844 6661 7190

Primary Meeting Objective:

- Review APCD Data Release Project Management Transition
- Discuss Updates to DMP Template and Procedures

Applications are posted for public comment at: <http://www.health.ri.gov/data/healthfactsri/>

Next Board Meeting: Monday, April 4th, 2022

Attendees:

Board Members in Attendance:

David Stuebe
Jon Fredrickson

Staff in Attendance:

Brian Boates
Emma Rourke

1. Welcome and Roll Call

Brian Boates began the meeting by taking roll call at 9:00am.

2. Presentation of the February meeting minutes

Mr. Boates thanked everyone for joining the meeting and presented the February Data Security Subcommittee draft minutes. David Stuebe noted one error in item #3 and requested less detail in meeting minutes in the future, to avoid confusion. He also requested more communication on revised minutes after the edits have been requested.

Mr. Stuebe motioned to approve the notes, Jon Fredrickson seconded the motion. All were in favor. The motion to approve the August Meeting Minutes was approved.

Record of Vote:

In Favor:

Jon Fredrickson
David Stuebe

Not in Favor:

None

Absent:

None

3. Review transition of APCD Data Release Project Management

Mr. Boates stated that he will be transitioning out of the role of RI APCD Project Manager and Emma Rourke will be taking over the role over the next few months. Mr. Stuebe and Mr. Fredrickson stated that they will miss working with Mr. Boates, but are looking forward to working with Ms. Rourke.

Additionally, Mr. Boates stated that a focus of the Data Release Project Manager's work going forward will be to onboard additional members to the Data Release Review Board. New Board Members with a background in security and new Members representing the State will be needed over the next few months. In future meetings, with both the DRRB and the DSSC, a recurring agenda item will be added to discuss recruitment and recommendations for additional members.

4. Discuss updates to the Data Management Plan Template and procedures

Mr. Boates opened the discussion of updates to the Data Management Plan Template, asking for any suggestions DSSC members had to align better with current best practices. Mr. Stuebe asked if section 5.b. discussing password changes should be updated to reflect two-factor authentication. Mr. Fredrickson explained that, if a requestor uses two-factor authentication, password rotation is no longer a recommended best practice, though it is important to still utilize password rotation if the requestor is not employing two-factor authentication. The Committee decided that there should be no changes to the question at this point, but they would plan to ask questions about two-factor authentication in their review of the DMP.

Mr. Stuebe brought forward another suggested revision to the DMP for section 7. For this section, Mr. Stuebe suggested changing the language regarding a "third party contractor that will be storing the data" to language that expands the definition of a third party and how they may come in contact with the data. Mr. Stuebe explained that this section should include anyone connected to the system, such as IT vendors, data transfer systems, security management personnel, or others who may touch the data or system. Mr. Fredrickson suggested that the word "access" might encompass the universe of parties that should be included in this section. The team decided that the language should read similarly to "third party contractor that will have access to the data or the data storage system in a separate location."

5. Public Comment

Mr. Boates opened the line for public comment. There was none.

6. Next Steps and Adjourn

Mr. Boates stated that the next Data Release Review Board meeting is scheduled for Monday, March 22nd and the next Data Security Subcommittee meeting is scheduled for Monday, April 4th.

Mr. Fredrickson motioned to adjourn; Mr. Stuebe seconded the motion. The motion to adjourn was approved.

Record of Vote:

In Favor:

Jon Fredrickson
David Stuebe

Not in Favor:

None

Absent:

None